



Tennessee Department of Education
Office of School Health Programs
HIV Prevention Education Program
Request for Proposal Announcement
March 2003

Introduction:

The Office of School Health Programs in the Tennessee Department of Education announces the expected availability of Federal funds through the Centers for Disease Control and Prevention to establish and strengthen programs to prevent risk behaviors that result in HIV infection, other sexually transmitted infections (STIs), and unintended pregnancy. The project period will commence on July 1, 2003 and will end on February 29, 2008.

The Tennessee Department of Education is committed to achieving the objectives of the health promotion and disease prevention objectives of *Healthy People 2010*, a national initiative to reduce morbidity and mortality and improve quality of life. This announcement is related directly to the priority area of HIV infection and its prevention among adolescents.

Eligible Applicants:

- Community Based Organizations (CBOs)

will be considered that have the capacity of delivering a state-wide or regional HIV prevention education program committed to the prevention of HIV infection, other sexually transmitted infections (STIs), and unintended pregnancy among school-age adolescents both in-school and out-of-school.

Availability of Funds:

Funding for this program announcement is solely contingent upon the availability of Federal funds through the Tennessee Department of Education's Cooperative Agreement with the Centers for Disease Control and Prevention. It is anticipated that approximately \$95,000.00 will be available in 2003 to fund three (3) grant programs under this announcement. Grant recipients may not be funded at the full amount requested. Awards are expected to begin on or about July 1, 2003 and will be for a 12-month budget period and renewed annually within the total project period of five years

ending February 29, 2008. Continuation awards for each twelve-month budget period will be based on an annual review of satisfactory performance and the availability of funds. Funding estimates may vary and are subject to change. Federal funds awarded under this Program Announcement may not be used to supplant state, local, or private foundation funds.

Technical Requirements:

Letter of Intent: A Letter of Intent (LOI) to apply is required. Include the name, mailing address, phone number and email address of a contact person. The LOI must be sent to arrive by close of business (4:30 PM CT) April 30, 2003 to the address below.

Applicants are required to submit an original application and three (3) copies to

Tennessee Department of Education
ATTN: Director of HIV Prevention Education
Office of School Health Programs
Old TPS High School, Room 101
1150 Menzler Road
Nashville, Tennessee 37243

Include an executive summary of not more than one page. Pages must be clearly numbered and submitted unstapled and unbound. All materials must be typewritten or word processed, single spaced with unreduced font (minimum 10 pt) on 8 ½" x 11" white paper with 1" margins, headers, and footers, and printed on one side only.

Facsimile (FAX) copies of the application will not be considered for review.

Progress Reports and Quarterly Reports:

Each grant recipient will be required to submit two types of reports 3 times per year. A progress report will be submitted to the Director of HIV Prevention Education, Office of School Health Programs, Tennessee Department of Education and a Quarterly Report will be submitted to the Department of Education's HIV Program Evaluator. Both reports will be submitted according to the following timeline:

- November 30
- March 31
- June 30

Application Submission and Deadline:

Applications shall be considered as meeting the deadline if they are:

- Received on or before the deadline of close of business (4:30 PM CT) **May 15, 2003.**

- Applicants should request a legibly dated U.S. Postal Service postmark or obtain a legibly dated receipt from a commercial carrier or U.S. Postal Service.
- Late applications are those that do not meet the above criterion. Late applications will NOT be considered in the current competition and will be returned unopened to the applicant.

Evaluation Criteria:

Each application will be evaluated and scored by an objective and impartial panel of judges according to the following criteria:

Background and Need	20 points
Operational Plan	40 points
Project Management & Staffing	20 points
Other Resources	10 points
Collaboration	10 points
Evaluation	20 points
Budget	00 points
Total	120 points

Grant recipients will be notified no later than June 30, 2003.

Scope of Services Menu:

Applicants may submit applications pertaining to one or more of the following Areas of Service (each area requires a separate application).

Area of Service #1: The contractor will implement an abstinence based HIV prevention program to at-risk youth in a minimum of 10-15 middle schools in west or middle Tennessee. The contractor will provide HIV prevention specialist to deliver the program. The contractor will collaborate with existing agencies that present HIV prevention education programs to students in middle schools in order to develop a continuum of services. The contractor will administer an evaluation instrument to all schools that participate in the program for the purpose of evaluating the strengths and weaknesses of the program.

Area of State: Regional Amount: \$20,000-\$25,000

Area of Service #2: The contractor will provide HIV prevention education targeting at-risk in-school and out-of-school adolescent populations in high school in two or more of the following metropolitan areas: Knoxville, Nashville, Jackson, Tri-Cities, Clarksville, and Chattanooga. The contractor may elect to train youth as HIV peer educators who will act as instructors under the supervision of the contractor. If peer educators are

used, each peer educator will be required to complete a course in HIV training (Ex: Red Cross HIV peer education training). The contractor will administer an evaluation instrument to all schools that participate in the program for the purpose of evaluating the strengths and weaknesses of the program.

Area of State: Statewide Amount: \$50,000-\$60,000

Area of Service #3: The contractor will provide mentors to rural and suburban populations of youth at risk of HIV infection. The contractor will provide a minimum of six (6) hours of HIV prevention and mentoring skills training to all mentors and will obtain a police background check on each potential mentor. The contractor will administer an evaluation instrument for the purpose of evaluating the strengths and weaknesses of the program.

Area of State: Statewide or Regional Amount: \$8,000-\$10,000

APPLICATION CONTENT

A. Background and Need (not more than two pages):

- Describe the prevalence of HIV infection and AIDS and other reportable STDs within the applicant's jurisdiction related to the applicant's proposed activities.
- Describe the prevalence of behaviors among representative samples of middle school and high school students in the applicant's jurisdiction that put them at risk for HIV infection.
- Describe the applicant's existing HIV prevention education activities. Include brief descriptions of curricula used by the applicant, coordination with schools and other agencies and direct assistance provided to schools.
- Describe the applicant's existing organizational structure and how that structure supports HIV prevention efforts.
- Clearly identify the target audience and justify why this audience is being targeted.

B. Operational Plan (not more than four pages):

- Goals. List specific, measurable, and time sensitive goals that indicate what the applicant intends to accomplish in HIV prevention by the end of the five-year project period (July 1, 2003-February 29, 2008). Goals, objectives and activities should be directly related.
- Objectives. List objectives that are time sensitive, specific, measurable, and feasible to be accomplished during the first budget period for the first award year (July 1, 2003-June 30, 2004).
- Activities. Describe specific activities that are proposed to achieve each of the program's objectives during the budget period for the first award year.

Indicate when each activity will be completed and who will be responsible for completing the activity.

- The following format should be used:
 - Goals (5 Year)
 - Objectives (1st budget period only)
 - Activities (to meet 1st budget period objectives)

C. Project Management and Staffing (not more than one page):

- Describe the proposed staffing plan for the HIV prevention program and provide job descriptions for existing and proposed positions that illustrate the level of responsibility that staff will have for implementing activities. *In an appendix, include vitae for each person.*

D. Other Resources (not more than one page):

- Indicate what other financial resources the applicant's HIV program has to accomplish the objectives during the first budget period of the first award year (July 1, 2003-June 30, 2004).
- Indicate all *in kind* resources that help support the HIV prevention program.
- Indicate if this grant will be the sole source of finances for the applicant's HIV prevention program.

E. Collaboration (not more than one page):

- Describe the types of proposed collaboration the HIV prevention program will have with other entities such as CBOs, local and state agencies, etc. (Ex: participating in conferences or workshops with other HIV grant recipients, participating with the state Health Department's HIV, STI, and pregnancy prevention efforts).

F. Evaluation (not more than two pages):

- Describe how achievement of objectives will be measured and what outcomes will be identified to measure success of programmatic efforts.
- List evaluation questions that need to be answered and present a plan that includes how these questions will be answered, how results will be reported to the Tennessee Department of Education's Office of School Health Programs, and how the results will be used to improve the HIV prevention program.
- If process evaluation is used, evaluate progress in meeting objectives and completing activities during the budget period. Consider questions that ask for data about activity completion, number of participants reached, specific product produced, etc.
- If programmatic evaluation is used, consider questions that focus on achieving results in one or more of the following areas:

- staff development programs intended to enhance staff's ability to implement effective prevention programs;
- student outcomes related to knowledge, attitude, and skills necessary to prevent behaviors that put them at risk for HIV infection and other STDs.

For technical assistance related to evaluation, please contact Dr. Gene Ezell at gene-ezell@utc.edu or 423/425-4194.

G. Budget (no page restrictions):

- Provide a detailed line item budget for all operating expenses that are linked to the stated objectives and planned activities of the HIV prevention program for the first budget period for the first award year (July 1, 2003-June 30, 2004).
- Use approved budget format

H. Appendix (no page restrictions):

- All ancillary and supporting documentation that you wish to include may be attached in the appendix.
- Include Letters of Support and Collaboration.

FOR TECHNICAL ASSISTANCE, CONTACT:

Jerry Swaim
615/532-6260
jerry.swaim@state.tn.us

Definition of Terms:

Project Period:	July 1, 2003 - February 29, 2008
Budget Period:	July 1 - June 30 annually

Budget

Examples are in bold type.

A. Personnel Total \$00.00

	Annual Salary	% of Effort	# of Months	Amount Required
Position #1				
Title	\$0.00	0%	0	\$0.00
(Ex: Project Dir.	\$40,000.00	25%	12	\$10,000.00)
Position #2	\$0.00	0%	0	\$0.00
Title				
(Ex: Asst. Proj. Dir.	\$20,000.00	10%	12	\$2,000.00)
Position #3	\$0.00	0%	0	\$0.00
Title				
Position #4	\$0.00	0%	0	\$0.00
Title				

Justification (Based on each position paid directly by grant)

B. Fringe Benefits at (___ %) Total \$00.00 (Ex: 25%)

Position #1= (Ex: \$2,500.00)

Position #2= (Ex: \$500.00)

Position #3=

Position #4=

C. Travel Total \$00.00

In state

(Ex: 2 people x 10 trips x .32/mi x 500mi=\$3,200.00)

Lodging

(Ex: 2 people x 5 trips x \$60.00/night=\$600.00)

Food

(Ex: 2 people x 10 trips x \$30.00/day per diem=\$600.00)

Justification

Out of State Travel

(Ex: 1 person x 1 trip x 4 days x \$30.00/day per diem=\$120.00)

(RT Airfare=\$700.00)

(Conf. Reg.=\$200.00)

Justification

D. Equipment

Total \$00.00

(Ex: 1 printer @\$500.00)

(1 computer @ \$1,000.00)

Justification

E. Supplies

Total \$00.00

(Ex: pens, paper, folders, tape, pads, pencils, etc)

Justification

F. Other

Total \$00.00

Telephone

(Ex: \$100.00/mo x 12 mo=\$1,200.00)

Postage

(Ex: 50 letters/mo x .37/letter x 12 mo=\$222.00)

Copy Work

(Ex: 1000 sheets/mo x 12mo x .15/sheet=\$1,800.00)

Trainings

(Ex: 20 people x 4 trainings x \$100.00/person=\$8,000.00)

Miscellaneous

(Ex: ?)

Justification:

G.	<u>Total Direct Charges</u>	Total \$00.00
	1. Personnel	\$00.00
	2. Fringe Benefits	\$00.00
	3. Travel	\$00.00
	4. Equipment	\$00.00
	5. Supplies	\$00.00
	6. Other	\$00.00
	Subtotal	\$00.00
H.	<u>Total Indirect Charges</u>	
	1. Personnel	\$00.00
	2. Fringe Benefits	\$00.00
	3. Travel	\$00.00
	4. Supplies	\$00.00
	5. Other	\$00.00
		\$00.00
	Indirect Cost	x 8.0%*
	Subtotal	\$00.00
I.	<u>Total Budget</u>	

The total budget includes direct charges [G] and indirect charges of 8%* [H]

1. Personnel	\$00.00
2. Fringe Benefits	\$00.00
3. Travel	\$00.00
4. Equipment	\$00.00
5. Supplies	\$00.00
6. Other	\$00.00
7. Indirect Charges	\$00.00

Total Budget

\$00.00

*The state may not be charged more than 8% indirect cost.